

No.25/1/2013-CS.II(B)
Government of India
Ministry of Personnel Public Grievances and Pension
Department of Personnel & Training

3rd Floor, Lok Nayak Bhawan
Khan Market, New Delhi
Dated : 11th September, 2013

OFFICE MEMORANDUM

Subject : Launching of Web Based software for CSSS/CSCS – reg.

Reference is invited to this Department's OM No. 21/11/2010-CS.I(U) dated 4th February, 2013 vide which Web Based Software /Data in respect of officers of CSS was uploaded. The software / database in respect of officers of CSSS and CSCS has also since been posted in the test server at URL <http://10.21.145.125>. The system is designed for the following users :-

(i) **CS-II Division and AVD.I Division of DOPT** -Being cadre controlling authority for CSSS and CSCS Officers, CS-II Division will function as the administrator of the software.

(ii) **Ministries / Departments** - Nodal officers can view the data in respect of officers under their administrative control and forward applications of officers for cadre clearance /VRS. Further, all the cadre management activities such as monitoring of submission of immovable property returns and APAR of officers under their administrative control, relieving and joining orders of officers, training, encadrement proposals, seeking vigilance clearance from AVD.I Division of DOPT and from their own Vigilance Division can be undertaken through the system.

(iii) **Individual CSSS / CSCS Officers** - They can view their data and make requests for cadre clearance for deputation online. They can also file Annual Immovable Property Return, lodge grievances, view orders related to them and file applications for Voluntary Retirement. Officers can log in to the system with **the user id which is a combination of six digit date of birth followed by first four letters of their name i.e. ddmm yyabcd**. Officers may contact the nodal officers concerned for password for logging in to the system.

2. Incomplete Data : Ministries / Departments may appreciate that the software can be fully operationalised for Cadre Management activities only if the complete and accurate data in respect of all the CSSS / CSCS Officers are available in the system. However, despite several reminders over the period, data only in respect of approx 3500 CSSS officers and 2290 CSCS officials have been received. Further, data received in respect of a few officers is not

